

TAX AUDITOR

DISTINGUISHING FEATURES

The fundamental reason the Tax Auditor exists is to be responsible for conducting audits of small or medium sized business firms. Performs full scope of privilege and use tax auditing and related research in the Tax Audit Department. This classification is not supervisory. Work is performed under general supervision by the Tax Audit Manager. The Tax Auditor is distinguished from the Tax Audit Associate by the performance of more complex audits and greater latitude to exercise independent judgment.

ESSENTIAL FUNCTIONS

Performs pre-audit research to determine necessary audits. Conducts comprehensive privilege and use tax audits of small or medium sized businesses. Meets with taxpayers to identify the method of reporting privilege taxes and purchases subject to use tax, then reviews accounting records.

Computes the gross receipts of a business firm for the period under audit; evaluates the deductions and prepares a summary of deductions. Prepares a schedule of privilege tax over/under collected and a summary of purchases subject to use tax; develops a worksheet computing the tax, penalty and interest due, by month, for the audit period.

Discusses the audit findings with the Tax Audit Manager; prepares and mails formal assessment letters to taxpayers.

Assists Senior Tax Auditors in audits when requested to do so.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Personal computers, specifically Microsoft Office applications (Excel, Word, Access), and mainframe computers as they relate to the Tax Audit environment.

The principles and practices of privilege tax auditing and accounting.

Ability to:

Organize and conduct privilege and use tax audits with limited supervision.

Interpret applicable City ordinances and State statutes.

Prepare reports of statistical nature.

Document audit findings in a clear and concise manner using proper sentence construction, punctuation and grammar.

Demonstrate the willingness to assume ownership in completion of assigned tasks.

Operate a variety of standard office equipment including a personal computer, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Be a team player working effectively with City staff and citizens.

Establish and maintain effective working relationships with City officials, City staff and the general public.

Listen and communicate effectively with a diverse group of people.

Maintain regular consistent attendance and punctuality.

Demonstrate excellent written and oral communication skills.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration or a related field and one to two years privilege and use tax auditing experience.

Must have a current valid Arizona driver's license and no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified